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**JOB TITLE**

Education and Partnerships Manager (widening participation\*)

**ABOUT QEST**

The Queen Elizabeth Scholarship Trust (QEST) was formed in 1990 by the Royal Warrant Holders Association to mark the 90th birthday of Queen Elizabeth, The Queen Mother. HRH The Prince of Wales is the charity's Patron (recently renewed for a further 5 years), with Vice Patrons the Earl of Snowdon (David Linley) and the Marquess of Salisbury.

QEST is a registered grant-giving charity which helps to sustain traditional and contemporary craft skills by funding the training and education of talented and aspiring individuals on their continuing journey to excellence. To date, QEST has awarded some 670 scholarships and apprenticeships totalling £5.2 million. Ceramicists, sculptors, embroiderers, thatchers, woodworkers, printmakers and many more have all honed their skills with help from QEST – often becoming leaders in their field – and making a vital contribution to the British craft industry. For more information on QEST and to explore the directory for those we have supported over the past 30 +, go to [www.qest.org.uk](http://www.qest.org.uk)

Currently, we have two application rounds per year, awarding around 40 + scholarships and apprenticeships annually (some £400-£450 k). We have an ambition to increase QEST's annual charitable giving to £1 million by end 2024.

QEST receives funding from a variety of sources, including Trusts and Foundations, Livery Companies, Royal Warrant-holding companies, other corporates and individuals.

We share an office in Victoria, London (SW1) with colleagues from the Royal Warrant Holders Association.

## Future Plans and Growth Strategy – Education, Young People and Diversity

The QEST board have signed off on a plan to develop new strands of grant-giving to include young people and, in doing so, help to drive diversity in a meaningful way – from those who practise craft; to the crafts – and influences - that are practised, and where.

Alongside our existing grant-giving streams (scholarships and apprenticeships) we want to explore the opportunities for additional grant-giving to inspire, nurture - and provide access to – training for the future generation of professional makers; encouraging young people from all backgrounds into craft at the optimal time so that they can consider a lifetime enjoyment of craft and, crucially, discover the pathways to craft and the chance to build a sustainable career in their chosen craft skill – whether that's through their own practice or within industry.

\*those who receive free school meals; who have experience of the care system; speak English as an additional language; those who experience disability (mental and physical); those whose parents haven't been to university; are from a black, asian or minority ethnic background; who live in the 30% most deprived opportunity areas

### **MAIN PURPOSE OF THE ROLE**

This is a newly created role to reflect QEST's future plans and growth strategy and, as such, the role will evolve as the plans develop. The Education and Partnerships Manager will have the opportunity to influence the development of the growth plan, providing research and strategic options; establishing key partnerships and new initiatives to deliver on the plan, increasing the diversity and widening support and engagement with young people on their craft journey.

### **KEY TASKS AND RESPONSIBILITIES**

This role will include (but not limited to):

- Co-ordinating a national programme with a new Partner (not yet announced) which will be run as a Pilot from January 2023; and, hopefully, on an annual long-term basis. We are currently at the R&D phase.
- Researching and identifying other opportunities to inspire, engage, train and create pathways for young people in craft skills; evaluating successful models and potential collaborations and partnerships (including with the QEST alumni)
- Implementation and management of identified projects and programmes
- A detailed understanding of the education sector/developments; developing and building professional relationships with key contacts and networks such as schools, colleges, training establishments, non-educational establishments and the wider community
- With the Communications Manager, planning a programme of outreach activity and promotion to engage and recruit participants, for agreed projects and programmes
- Documenting projects and programmes, and related data, to contribute to the evaluation of outcomes for impact reporting (internally and externally)
- Providing up-to-date knowledge, expertise and experience of best practice in widening

participation, diversity and under-represented groups to inform activities and strategies

- With the CEO and Development Officer, identifying potential funders and supporters
- Promoting and maintaining a positive profile for QEST, for example, through presentation of projects and programmes at public facing events; participating in networking and building on external relationships that relate to QEST's activities and priorities
- Attending and participating in internal meetings, trustee (and advisory) boards, focus groups, sub-committees as appropriate

### **Administrative and general**

- Maintaining effective administrative systems, including ordered, regularly backed-up electronic (primarily) and paper filing systems
- Alongside colleagues, helping to grow the QEST database (Salesforce), sourcing, inputting and updating details for organisations, third parties and partners
- Maintaining data protection compliance and best practice
- Providing cover for the other team members as and when required
- Undertaking any other tasks, training or appraisal recommendations as appropriate

### **Other**

- Undertaking other reasonable duties, as may be determined by the line manager (CEO) from time to time
- It is the duty of all employees to behave with respect towards other members of the team, trustees, ambassadors, alumni, partners and all those who come into contact with the charity
- To comply with all Health & Safety policies and procedures as defined in the QEST Employee Handbook

### **Key day to day contacts**

- QEST Team (CEO, Communications Manager, Project Manager, Grants Officer, Projects and Grants Co-ordinator, Development/Fundraising Officer; and Head of Finance, Finance Officer)
- QEST Trustees and Ambassadors
- QEST Alumni
- Third parties and partners relevant to the role

## **PERSON SPECIFICATION**

### **Skills, Attributes and Experience**

#### Experience - Essential

- Experience of research and relationship building in art/craft and/or education projects and programmes
- Experience of implementation and management of projects and programmes, including art/craft related outreach projects and programmes involving young people and/or community groups
- Experience of working with schools, colleges, training and other non-educational institutions in a professional capacity on art/craft related projects

### Experience – Desirable

- Experience of writing successful funding applications for art/craft and/or education projects or programmes
- Experience of writing evaluation reports for funded projects or programmes
- Experience of giving presentations to key stakeholders in different contexts such as to funders, students, teachers, trustees
- Experience (or working knowledge) of effective marketing of relevant projects and programmes (including social media)

### Skills, abilities and attributes

- Excellent written and verbal communication skills, with meticulous attention to detail
- Excellent organisational and project management skills (including management of budgets)
- Ability to work effectively within a small team; as well as independently (self-motivated with a pro-active attitude and initiative)
- Ability to network, confident in meeting new people and establishing lasting professional relationships with a wide range of people, both internally and externally
- Commitment to increasing diversity and representation
- Computer literate, including MS Office (Word, PowerPoint) and Excel (spreadsheets)
- Experience of using a CRM/database system
- Active interest and knowledge in/of the crafts/education sector
- Ability and flexibility to adapt (and identify) new working methods as the organisation grows and develops

## **CONDITIONS OF EMPLOYMENT**

**Contract:** Permanent, full-time. A 4-day week may be considered, subject to the candidate

**Hours:** Normal working hours are 9am to 5pm, Monday to Friday. There will be occasional evening or weekend work for which time off in lieu will be given

**Location:** Primarily office-based at No.1 Buckingham Place, London SW1E 6HR (with room for some flexibility)

**Salary:** £35,000 pro-rata

**Reporting:** The Education and Partnerships Manager will report to the CEO

**Notice:** The initial three months of the appointment will be regarded as a probationary period. During this time one weeks' notice of termination may be given in writing by either party. On successful completion of the probationary period, the notice period to end the employment would be three months in writing by either party

**Holidays:** The entitlement to paid annual leave in the holiday year which runs from 1 January to 31 December, is 25 days (pro-rata), in addition to 8 bank and public holidays

**Sick leave:** Statutory sickness benefits apply

**Pension:** Statutory workplace pension benefits apply (on completion of three-month probationary period)

### **Equity, diversity and inclusion statement**

QEST believes that diversity of all kinds enriches its mission to support excellence in British craftsmanship. It is committed to achieving greater equity, diversity and inclusivity (EDI) across the organisation; its wider network and amongst those it supports and the wider British craft industry.

**QEST's Equity, Diversity and Inclusion policy can be seen here [EDI-Policy-Statement-July-21.pdf \(qest.org.uk\)](#)**

### **HOW TO APPLY**

Please include a CV and supporting statement, ensuring that you align your supporting statement with the job description and person specification.

We have provided this information online so that it is as accessible as possible. However, if you need this information in a different format, please email [info@qest.org.uk](mailto:info@qest.org.uk)

We particularly welcome applications from candidates who consider themselves under-represented in the arts, crafts or education sectors.

Please submit your CV and supporting statement by 5pm on Wednesday, 20 July 2022 to Deborah Pocock at [Deborah.pocock@qest.org.uk](mailto:Deborah.pocock@qest.org.uk)

We prefer applications to be emailed but if you wish to submit a paper application, please send to Deborah Pocock, CEO at QEST, 1 Buckingham Place, London SW1E 6HR.

First interviews, preferably in-person, will take place during week of 25 July.

**Please note that you will only be contacted if you are invited for interview.**